

Minutes of the Waipu Primary School Board of Trustees Meeting held at Waipu Primary School on Wednesday 3rd April at 7:00pm

Present: Julie Turner (Principal), Ella Buckle (Board Chair), Vaughan Luff, Dave Field , Stacey Dye and Cindy Kane (Secretary)

Apologies and Welcome: Apologies from Glenice Andrews and Amos Cook

CURRICULUM REPORTS

Curriculum Area	EOTC <i>To be taken as read</i>	Supplied by:	Jordan McDonald
Discussion:	<p>Thank you to Dave for the great new layout for reporting. Discussion around an incident involving parents consumption of alcohol during a school camp. Consequences around this and code of conduct with repercussions if this happens. Mitigated case by case. Noted that volunteer agreement needs to be aligned, ours is from EOTC forms and not school docs.</p> <p>EOTC two day PD course, ideal for one staff/one board member to attend, this is on two different days, not consecutively. EOTC Lead - the EOTC course would give more information around this role.</p> <p>Discussion held around Senior Start of Year camps, concerns around time out of class and pressure on preparation for staff.</p> <p>Review structure and number of camps happening. See how many days per year are out, Review 2023 and get dates. Suggestion made to survey parents again. Term 2 has a lot less on with a lot more classroom time.</p>		
Actions to be taken / motion	Form to be updated	Person(s) Responsible	Julie Turner
Moved Seconded	M/Ella/S/Stacey All in favour	Results	

Curriculum Area	Tikanga Maori <i>To be taken as read</i>	Supplied by:	Tara Uiese
Discussion:	Very good information about current status with Te Reo Maori responsibility within our school. Current progress and potential pathway. PD funding is 1k per teacher. Gauging competency - information from that to see what sort of PD we would like. Putting together progressions for Te Reo learning, start plotting where we are at and where we need to move too. A very honest report.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Ella/S/Stacey All in favour	Results	

Curriculum Area	Professional Development Report <i>To be taken as read</i>	Supplied by:	
Discussion:	A lot of money in Writers Toolbox, hoping for funding from PTA. This is being used already. Principals PD does transfer over. The Work Plan needs to be updated.		
Actions to be taken / motion	Update Work Plan	Person(s) Responsible	Julie Turner
Moved Seconded	M/Ella/S/Stacey All in favour	Results	

Minutes of Last meeting:

Matters arising:

Topic:			
Discussion:	Conference - nobody will be in attendance. Website - Kim - Stacey emailed her, would have liked the website ready for when the Principal advert went live. Need it by the start of April. Ella would call Kim to follow up.		
Actions to be taken / motion	Ella to phone Kim	Person(s) Responsible	Ella Buckle
Moved Seconded		Results	

Move that the minutes of the last meeting			
Moved Seconded	M/Ella/S/Stacey All in favour	Results	

Confirmation of Agenda

1. Topic:	Camps - Review/Processes/H & S		
Discussion:	Completed		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Policies /Procedures (Close Off)		
Discussion:	Close off at the end of term - put feedback in now. In regards to policies that are up for the end of Term 1, please take a look in the next few weeks and will revisit Term 2.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Property - Driveway/AMS Builds/ Refurbs/Annual Audit of Grounds		
Discussion:	Move to property		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Celtic Summer Camp - January 2025		
Discussion:	Email received wanting to push ahead with this. After discussion the board decided against leasing the school out.		
Actions to be taken / motion	BOARD MOVED THAT THE CELTIC SUMMER SCHOOL CANNOT USE THE SCHOOL FACILITIES	Person(s) Responsible	
Moved Seconded	M/Ella/S/Dave	Results	

Topic:	New Enrolments		
Discussion:	The board was informed that we had been the recipient of several enrolments throughout the school that were coming through with a wide range of special needs including Autism, ADHD, learning difficulties and		

	<p>severe behaviour. We had employed two more teacher aides to cover this with our philosophy of wrapping around these children beforehand and as time goes on as they settle in, this can be withdrawn if required.</p> <p>How do we educate our students and parents, suggested that a parent evening be held on understanding neurodiversity and inclusion, and being supportive of these children .</p>		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Ella/S/Dave	Results	

General:

Health and Safety

Topic:	N/A		
Discussion:			
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded			

Reports

Financial Report

Topic:	Finance Report (Taken as Read)		
Discussion:	Auditor had been this morning for yearly visit. No finance meeting was held this month. Report should be available soon.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Ella/S/Dave All in favour	Results	

Principals Report

Topic:	Principal's Report (Taken as Read)		
Discussion:			
Actions to be taken / motion	MOVE THAT PRINCIPALS REPORT BE ACCEPTED	Person(s) Responsible	
Moved Seconded	M/Julie/S/Stacey	Results	

	All in favour		
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Bus Network Report

Topic:	Bus Network Report		
Discussion:	Trialing one of the buses with a camera. The seat belt issue still has not been reviewed. Incident reports are now being set out to Principals.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Property Report

Topic:	Property Report		
Discussion:	<p>Driveway, AMS Builds, Refurbs, Annual audit of grounds. Need to have an update of where we are at with 5YA, 10YA and Cyclical Maintenance as well as current property projects.</p> <p>Driveway will hopefully take place in the school holidays. Drainage for this was done over the Christmas holidays. Driveway will not include the area at the back of the hall. Approval given to roll over for one or two weeks of Term 2.</p> <p>Still waiting on toilets and water fountain to be fixed.</p> <p>Classroom Refurb - have had an update and rooms 3 and 4 will take place during the holidays. Rooms 7 and 8 potentially demolish them and start again due to the extensive work required with asbestos among other things.</p> <p>Senior Girls Toilets need renovating.</p>		
Actions to be taken / motion	Make sure we have progress report over the next few months. Julie to cc Vaughan into all emails referring to property.	Person(s) Responsible	Julie/Vaughan
Moved Seconded	M/Ella/S/Julie All in favour	Results	

Policies to be reviewed:

Topic:	N/A
Discussion:	

Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Correspondence:

Topic:	N/A		
Discussion:			
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	General Business:		
Discussion:	<p>Category required for Broken Bones and not covered under sore body parts. Absence Codes Assurances to be added to meetings on Agenda Workplan is supplied to MOE.</p>		
Actions to be taken / motion	Julie to update AIA Report	Person(s) Responsible	Julie
Moved Seconded			

In Committee:

Topic:	N/A		
Discussion:			
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Next Meeting Date and Time Confirmation:	Wednesday, 15th May 2024
Meeting Closed:	8:50pm

